

POSITION ANNOUNCEMENT

UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ALABAMA

POSITION TITLE: Pro Se Law Clerk
DUTY STATION: Birmingham, Alabama
SALARY RANGE: JSP 9 (\$43,731) - JSP 14 (\$89,115)
OPENING DATE: June 20, 2007
CLOSING DATE: July 13, 2007

The starting salary is dependent upon experience and qualifications. The Pro Se Law Clerk provides legal advice and assistance to the Court in connection with prisoner petitions and complaints. The Chief Judge is the appointing authority for the Pro Se Law Clerk position, however, supervisory authority is delegated to a U. S. Magistrate Judge.

DUTIES: (1) Performs substantive screening after filing of all prisoner and inmate petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints. Drafts appropriate recommendations and orders for the Court's signature; (2) Reviews all complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief; (3) Performs research, as required, to assist the Court in preparing opinions; (4) Maintains liaison between the Court and litigants. Corresponds with other officials, such as U. S. Attorney, as required; (5) Evaluates present procedures to determine new innovations for increasing the effectiveness in handling complaints, petitions, and pleadings. Reviews the docket of pending prisoner and inmate litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate; (6) Compiles statistics and prepares periodic reports, as required, which reflect the status and flow of cases. Identifies problem areas, makes recommendations, and offers solutions, as required by the Court, Administrative Office, and other officials; (7) Keeps abreast of changes in the law to aid the Court in adjusting to new legislation in the pro-se area; (8) Provides information, guidance, and advice to judges, magistrates, and other personnel working in the pro-se area. Advises appropriate personnel on the status of particular cases; (9) Performs other duties as assigned.

QUALIFICATION STANDARDS: Must be a law school graduate (or the certified completion of all law school studies and requirements and merely awaiting conferment of degree), and must have the following experience:

JSP Grade	Legal Experience	Bar Membership Required
9	0	no
11	1	no
12	2	yes
13	3	yes
14	4	yes

LEGAL WORK EXPERIENCE: Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

APPLICATION PROCEDURE: Qualified persons are invited to submit a resume or AO-78 Application for Judicial Branch Federal Employment (available at <http://www.alnd.uscourts.gov>) to: Clerk, U. S. District Court, Room 140, 1729 5th Avenue North, Birmingham, Alabama 35203. Attention: Personnel

This position is subject to mandatory direct deposit of net pay.

The selected candidate will be subject to fingerprinting and an FBI background check as a condition of employment.

BENEFITS:

Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. These include:

- 13 days paid vacation per year, increasing after three and fifteen years of employment
- 13 days paid sick leave per year
- 10 paid federal holidays per year
- Choice of medical coverage from a variety of plans
- Group life, long term disability, and long term care insurance plan options
- Flexible Spending Program for pre-tax contributions to cover medical costs and dependent care.
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching)
- Participation in the Federal Employees Retirement System

EQUAL OPPORTUNITY EMPLOYER